



## JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Facilities Construction**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: December 4, 2001

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### **Major Function**

Professional work responsible for the overall management of County contracted construction projects.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Assists in the development of bid specifications for construction projects. Participates in bid opening and negotiations between the County and contractor. Assists in the evaluation and review of construction bids. Reviews contract documents with County Attorney's Office prior to execution. Participates in the selection and review of consultants for design of construction projects.

Schedules and conducts progress meetings for the County, architects, engineers and contractors to discuss and resolve matters related to procedures, progress, problems and scheduling, to ensure that building codes are adhered to, cost is kept to a minimum, cost overruns are approved, and that required authorizations are obtained.

Participates in the review of design development documents, describing the size and character of projects, as to architecture, structure, mechanical, electrical systems, materials, and other construction elements as necessary.

Reviews work schedules and recommends schedule changes, as necessary to meet project completion dates. Inspects and monitors construction in progress on a regular and continuing basis. Reviews and recommends approval or disapproval of change order requests. Prepares summary progress reports and submits to the Department Director. Recommends courses of corrective action to the County when contract requirements are not being met.

Monitors geotechnical engineering services consisting of preliminary soil and ground water evaluations to be used by the project consultant in developing preliminary grading and drainage plans for the site. Reviews all required documentation related to permit applications, and coordinates with the Purchasing Division for payment of environmental permits.

Reviews all final landscape plans submittal's including site observations of irrigation systems, and reviews with County Staff to ensure compatibility with existing systems. Reviews drawings and specifications through all design phase for conflicts or lack of clarity, to ensure proper materials and building codes are met.

Assists in the preparation of construction project budgets and administration of construction contracts. Develops and exercises project cost control within construction contract budget and advises the County if cost projections exceed budget or budget estimates. Assesses fines against contractors for non-performance in meeting contracted requirements

Represents Seminole County in communicating with architects, engineers and contractors while construction is in progress.

Performs other duties as assigned or as may be necessary.



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**Minimum Qualifications**

Extensive knowledge of construction methods, practices, and contract administration. Extensive current knowledge of applicable state and local building codes to include Southern Standard building Code and all references thereto.

Ability to effectively administer and manage construction contracts and projects through completion and closeout of project. Ability to communicate effectively both orally and in writing, with elected officials, architects, engineers, contractors, and job site personnel. Ability to make presentations before large and small groups.

Bachelor's Degree in Architecture, Civil Engineering (Structural option is preferred), or a closely related field and five (5) years' experience in construction management, to include all phases of building construction and construction contract administration.

Must possess and maintain a valid Florida Driver's License.

Registration as a Professional Engineer in the State of Florida is preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.